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ABSTRACT

In 1988, the Missouri State Library offered microcomputers to Missouri public libraries to help them implement a retrospective conversion of their cataloging system to an online system called Bibliofile. The goal of the State Library was to create and maintain a Union Catalog for Missouri libraries. This guide provides Missouri library personnel with basic information on: (1) setting up the system (e.g., how to plug in cables and how to hook up a printer); (2) operating the computer equipment (e.g., how to insert a floppy disk into the "A" drive and how to format disks); (3) what the available menu options consist of (e.g., Bibliofile, word processing, telecommunications, reference databases, and computer-assisted instruction); (4) how to use the maintenance operations menu (e.g., backing up disks and restoring data); (5) how to use the CD-ROM Bibliofile system (i.e., step by step instructions for conducting a search and creating catalog cards); and (6) troubleshooting four common problems. The brief technical programming notes which conclude the guide include a list of the subdirectories of the system. (SD)

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MISSOURI LIBRARY CONNECTION:

A BEGINNER'S GUIDE TO THE BIBLIOFILE/MICROCOMPUTER SYSTEM

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I. INTRODUCTION

You are participating in Missouri library history with the receipt of this microcomputer cataloging system!

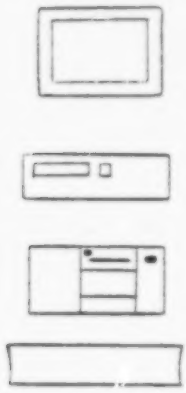
The Missouri State Library has offered public libraries throughout the State this microcomputer system to help them transfer the information contained on their catalog cards into a form the computer can read. The State Library's goal is to create a merged list of books which are held by libraries throughout Missouri. This list of books is called a STATEWIDE UNION CATALOG. When we store this Union Catalog of books in a form which the computer can read, we call it a STATEWIDE BIBLIOGRAPHIC DATABASE.

The State Library wants to help you provide the best service possible for your library's users with this new technology. As a participant in this card catalog conversion project, you will receive a laserdisc of titles and locations (like the discs you received with this system) in libraries throughout Missouri. The State Library hopes to have this combined statewide book list produced in the Fall of 1988. Undoubtedly, this statewide book list will be valuable for interlibrary loan.

All of us who have worked with the planning of this project are excited about the possibilities for improved services to your users. There are no specific deadlines or hidden agreements with which you must comply. You are simply requested to convert as much of your catalog to a computer record as time permits. The information you provide about your collection's holdings to the State Library will contribute significantly to interlibrary cooperation in Missouri. Your initial participation in this important project is already an example of what can be accomplished through the sharing of human and technological resources.

II. HOW TO CONNECT THE DIFFERENT PARTS OF THE COMPUTER EQUIPMENT

Your Epson microcomputer/Bibliofile catalog production system has four main parts:



the monitor (television screen),

the CD-ROM reader,
(Compact Disc Read Only Memory)

the computer system unit, and

the keyboard

Figure 2.1 The Epson microcomputer/Bibliofile system

To work as a useful system, these four parts must be connected. Follow the instructions below and your Epson microcomputer/Bibliofile catalog production system will be ready to help you catalog.

1. Set the computer system unit on a sturdy table. DO NOT PLUG THE POWER CORD INTO THE WALL OUTLET UNTIL YOU HAVE COMPLETED THE INSTALLATION PROCEDURES DESCRIBED BELOW.

2. Place the CD-ROM laserdisc reader on top of the computer system unit. Connect the CD-ROM reader to the back of the computer system unit using the grey cable (see Figure 2.2). We have labeled these connections with RED dots.

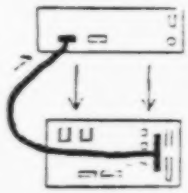


Figure 2.2 (view from back)

3. Place the monitor on top of the CD-ROM reader. Connect the monitor to the back of the computer system unit (see Figure 2.3). We have labeled these connections with BLUE dots.

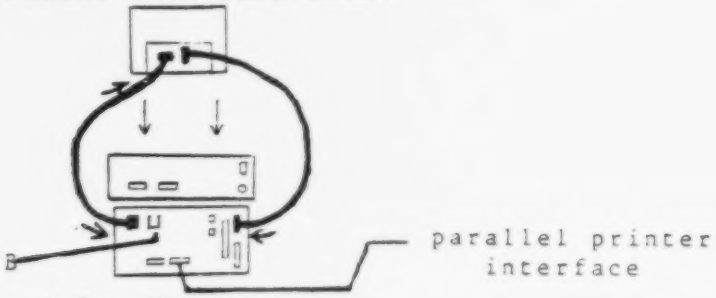


Figure 2.3 (view from back)

SKIP TO 5 IF YOU DO NOT HAVE A PRINTER.

4. If you have purchased a printer with the computer system, connect the printer cable to the back of the computer system unit (see Figure 2.3 for parallel connector). We have labeled these connections with GREEN dots.

5. Place the keyboard in front of the computer system unit. Connect the keyboard cable to A on the front of the computer system unit (see Figure 2.4).

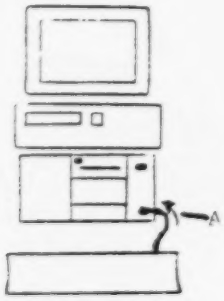


Figure 2.4 (view from front)

6. Finally, insert the power cord into B (see Figure 2.3). The AC power connection is on the left side of the back of the computer system unit. DO NOT PLUG THE POWER CORD INTO THE WALL OUTLET UNTIL YOU HAVE PLUGGED THE PROPER END INTO THE BACK OF THE COMPUTER SYSTEM UNIT.

Your Epson microcomputer/Bibliofile catalog production system is now ready to turn on and use.

III. HOW TO OPERATE THE COMPUTER

The power switch for your microcomputer is in the front, on the upper right of the computer system unit. Press the switch to turn the computer on and off (See Figure 3.1). You can also restart the computer when the system is already turned on by pressing the CTRL, ALT, and DEL keys simultaneously. This method of restarting the computer is called a WARM START rather than a COLD START.

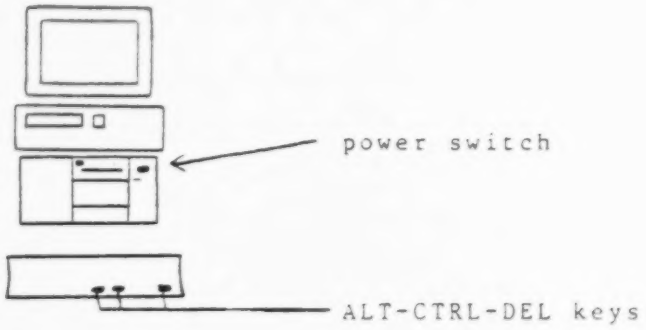


Figure 3.1 Turning on the computer

When you first turn on the computer, you will hear the whirling sound of the cooling fan. Whenever the system starts, the computer performs a series of diagnostic checks to be sure that everything is working properly.

FLOPPY DISKETTES AND THE HARD (FIXED) DISK

Your Epson microcomputer contains a "hard disk" drive as well as a "floppy diskette" drive. You cannot see the hard disk because it is inside the Epson computer and should not be removed except by a repair person. When you turn on the computer, the internally programmed computer circuits look for a floppy diskette in drive A. When a floppy diskette is not found in drive A, the computer is then instructed to look at the hard disk for instructions.

You can select the application you want through a series of menus. The system will take you directly to the MASTER MENU stored on the hard disk after you type "MENU" and press the <ENTER> key at the C:\> symbol. From the MASTER MENU you will be able to go to other menus to perform specific tasks on the Epson microcomputer. With this menu-driven approach you concentrate on useful applications such as cataloging and interlibrary loan rather than on remembering a lot of commands.

When you turn on the system, the computer will read a special set of instructions stored on the hard disk. This set of programs is called DOS (Disk Operating System). DOS is required to run the various application programs such as word processing, Bibliofile, communications software, etc.

DOS manages the operations of the computer system in much the same way that the Library Director manages the operations of the library. DOS is responsible for the coordination of various resources and internal activities which are extremely important for the effective use of the computer.

HOW TO INSERT A FLOPPY DISKETTE INTO DRIVE A

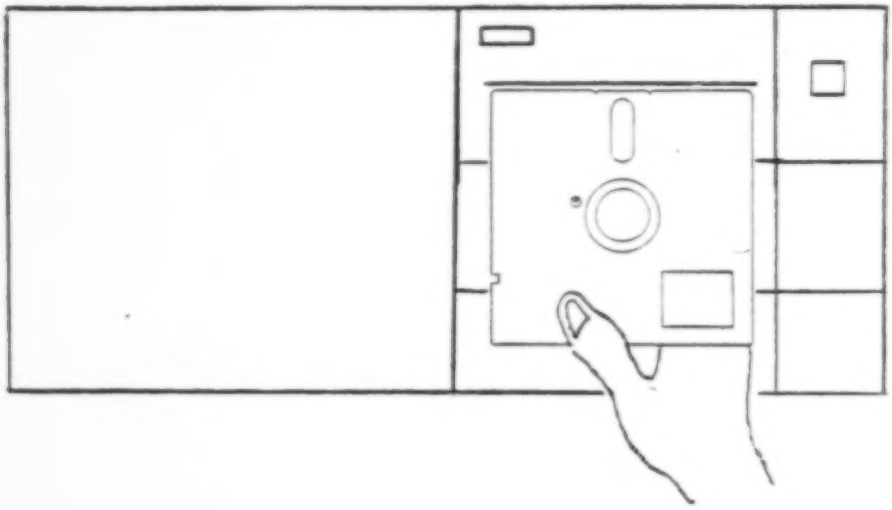


Figure 3.2 Inserting a floppy diskette into drive A.

To insert a floppy diskette into drive A, gently push the floppy diskette into the drive all the way until you hear a click (See Figure 3.2). Then, press the extended button in until the button clicks. Now, the floppy diskette is ready for reading and writing.

To remove a floppy diskette from drive A, press in on the button until the button clicks and release. The floppy diskette will extend from the drive so that you can remove it.

HOW TO FORMAT A FLOPPY DISKETTE

A floppy diskette must be "formatted" before you can store information on it. When you format a floppy diskette, you prepare the diskette for use by the particular DOS (Disk Operating System) that you are using. The format program is stored on the hard disk and is available when we need to use it. When you format a diskette, DOS organizes the diskette into tracks and sectors for the storage of information. DOS needs an organized diskette in order to read and write data to the diskette. Fortunately, DOS is such a good manager of internal computer resources that we simply supply DOS with a formatted diskette and DOS takes care of the rest for us.

You can format a floppy diskette through selection of Master Menu option 8. Maintenance Operations and, then, through selection of Maintenance Menu option 2. Format a floppy diskette in drive A. Follow the instructions on the display. The instructions will help you in the diskette formatting process. NEVER ATTEMPT TO REMOVE A FLOPPY DISKETTE FROM DRIVE A WHILE THE RED LIGHT IS ON. YOU MAY LOSE YOUR DATA.

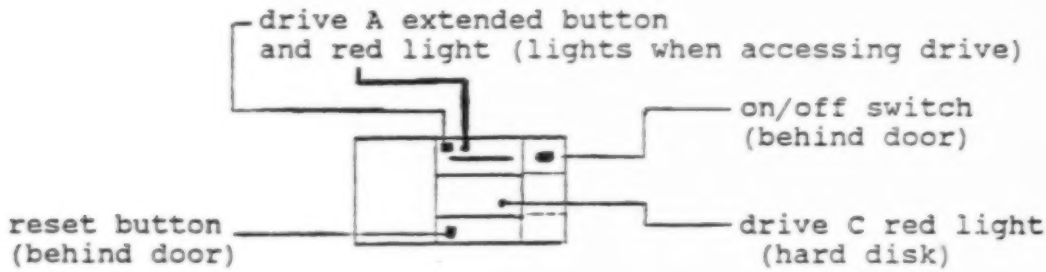


Figure 3.3 The Epson computer system unit (front view)

There is also a reset button on the middle bottom of the system unit. (See Figure 3.3) Sometimes, you may need to press the reset button. Remember, you are in effect turning the computer off and on when you press the reset button. Consequently, you will lose any data that is stored in the computer's memory.

To use the computer effectively in the beginning, we have created menus to help you select the particular application you want. The menus will make it easier to find your way around the different programs. This approach eliminates the need to learn a lot of commands.

IV. MENU SELECTIONS

The usefulness of a computer is mainly due to its capability to do many different things. The instructions written for the computer are called computer programs or "software". To run the different computer programs, we select them either by entering the specific command to run the program or by selecting an option from a list of choices. When we make our selection from a list of choices, we say that we are choosing from a menu. The computer is like a waiter or waitress asking us what would we like from the menu of available selections.

When you turn on the computer, type "MENU" and press the <enter> key, you will see the following Master Menu of options:

MISSOURI LIBRARY CONNECTION
MASTER MENU

1. Bibliofile (Catalog Production System)
2. Word Processing
3. Communications
4. Reference Database(s)
5. Future Use (search statewide database)
6. Computer-Assisted Instruction
7. Future Use (financial/statistical)
8. Maintenance Operations
9. End (Type number and press <enter> key.)

To tell the computer which option you wish to use, simply enter the number of the menu selection and press the <enter> key. The computer will load the application which you selected and you can begin to use the selected program. When you finish with the specific application, the computer will return you to the Master Menu. You should always return to this Master Menu and select menu option 9. "End" which will end your session with the computer.

Below is a description of the various menu options which are currently available as well as planned options.

1. Bibliofile

Bibliofile Catalog Production System is the modern, easy-to-use laserdisc cataloging system which is the focus of this microcomputer distribution system. Bibliofile is described in detail later in this beginners' guide.

2. Word processing

Word processing software allows you to type letters, memos, grants, and other types of documents into the computer. You can insert and delete characters, words, sentences and move entire blocks of text around with word processing programs. Some libraries have purchased PC-TYPE with their Bibliofile/Epson microcomputer system. Other libraries may purchase a different word processing program at a future date. Menu selection #2 starts the word processing application.

3. Communications

This option gives you the capability to "talk" or communicate with other computers around the neighborhood or around the world. On a more modest scale, menu selection #3 can provide you with the opportunity to send and receive "electronic" mail in addition to searching remote computer systems for information that you may need.

4. Reference Database(s)

Menu selection #4 provides you with the option of maintaining various types of lists through the use of database management software (DBMS) programs. Some libraries have purchased PC-FILE III+ with their computer. Lists of community organizations, contact persons, etc. are examples of local databases which some libraries maintain. In addition, this menu option will provide an access route into the new CD-ROM databases which are appearing in the marketplace. One of the most exciting new products is Microsoft's Bookshelf which includes a zip code directory, Bartlett's Quotations and other useful reference sources on one compact disc.

5. Future Use (searching statewide database)

The Menu selection #5 offers exciting future interlibrary loan capabilities for your computer system. The Missouri State Library plans to release the first statewide catalog of library holdings on CD-ROM later this year. This menu option is designed to store the search software for the new statewide CD-ROM catalog.

6. Computer-Assisted Instruction

Menu selection #6 is included as a storage area for the distribution of any computer-assisted instruction programs. The installation of computers in virtually every public library in Missouri offers continuing education providers with an exciting opportunity to develop computer programs which instruct on an individual basis. The computer can devote its entire session to assisting just one person in understanding and learning about various topics.

7. Future Use (financial/statistical)

Menu option #7 provides a place for the installation of financial and statistical programs. Some libraries may want to install a financial accounting program or a statistical analysis (i.e. spreadsheet) software. We have developed this location off the Master Menu to provide for that option.

8. Maintenance Operations

Maintenance Operations are available through Menu option #8. The computer can help you in many different ways. The machine requires very little in return from you. Since you will be entering very valuable data -- your cataloging information -- it is important to backup the system on a regular basis. The frequency of backup depends on a lot of factors. The value of the data stored on the hard disk and the amount of time it would take to reconstruct any destroyed information are just two of the criteria for determination of frequency of backup protection. We've designed a separate Maintenance Operations Menu to assist you in this backup process. The Maintenance Operations will be described later in this section.

9. End

Whenever you are finished using the computer, you should always return to the Master Menu and select option #9 which ends the session with the computer. After you enter 9 and press return from the Master Menu, the computer will tell you that you can remove any diskette which might be in drive A and turn off the computer. Good computer use practice always dictates that you end the session properly in order to avoid any possible loss of data.

V. THE MAINTENANCE OPERATIONS MENU

When you select Menu option #8, the computer will display an additional menu of options.

```
                MISSOURI LIBRARY CONNECTION
                MAINTENANCE OPERATIONS MENU
                ---------------------------

          1.  Display files on floppy diskette in drive A.

          2.  Format a floppy diskette in drive A.

          3.  Duplicate a floppy diskette in drive A.

          4.  Backup hard (fixed) disk data onto floppy diskettes.

          5.  Restore data from floppy diskettes onto hard disk.

          6.  Prepare computer and hard disk for moving.

          7.  Future Use.

          8.  Return to Master Menu.

              Type number and press <enter> key.

C:\MAINTAIN>
```

Each of these Menu selections performs an important maintenance operation. The first four Menu options are probably the most important at this point. Let's describe each of them more fully.

1. Display files on floppy diskette in drive A.

This Menu option displays the files that are contained on the floppy diskette.

2. Format a floppy diskette in drive A.

This Menu option prepares a new, unused floppy diskette for use in the Epson microcomputer. This routine is set up to format the diskette AND add a copy of a portion of the DOS operating system to it. In this way, a computer user can start the system with this diskette. (For procedures on how to insert a floppy diskette into drive A, see How to Insert a Floppy Diskette on page 5 of this beginner's guide. Additional information on formatting a floppy diskette is contained on page 6 of this beginner's guide.)

3. Duplicate a floppy diskette in drive A.

This option makes an exact copy of a floppy diskette. The copy is made and, then, the two copies are compared to be sure that they are exact duplicates. You will have to keep changing the two floppy diskettes in drive A since there is only one floppy drive. The diskcopy and diskcompare programs provide instructions on the screen.

4. Backup hard (fixed) disk data onto floppy diskettes.
5. Restore data from floppy diskettes onto hard disk.

These two options are listed together because they are complementary maintenance functions. It is possible that the hard disk in your computer system could have a problem when you want to retrieve or read data from a previous day's use. The chances of a problem are rare but they do occur. Therefore, a provision has been included to backup the contents of the entire hard disk onto floppies. Keep in mind that to backup the entire contents of a 20 megabyte hard disk such as the one you have in your Epson Equity 1+ microcomputer will require approximately 50 floppy diskettes. Special commands exist that can backup specific files.

6. Prepare computer and hard disk for moving.

Be sure to run option #6 if you decide to move the computer system. This option runs a program called HDSIT.EXE which locks the hard disk read/write heads in place while you move the computer. This lock prevents the read/write heads from "crashing" onto the hard disk surface. The lock is released whenever you turn on the computer again or press the reset button.

7. Future Use.

This option is included for possible future use.

8. Return to Master Menu.

Option #8 returns you to the Master Menu once you complete the desired Maintenance Operation.

The next chapter discusses the Bibliofile Catalog Production System.

VI. THE BIBLIOFILE CATALOG PRODUCTION SYSTEM

This section describes the Bibliofile Catalog Production System simply called Bibliofile. Bibliofile is ready for your use. You should also have received a Bibliofile manual which provides a more complete and detailed source of information on the many features of Bibliofile. Let's begin with some basic definitions.

BIBLIOFILE = a CD-ROM (Compact Disc Read Only Memory) cataloging system. The laserdiscs contain all English language Library of Congress MARC records since 1965, plus popular titles since 1900. The laserdiscs include monographs, serials, audio-visual materials, maps, films, phonograph records, music, and GPO (Government Printing Office) publications.

MARC BIBLIOGRAPHIC RECORD = a catalog record that is created for use in computers. "MARC" is an acronym which stands for MAchine Readable Cataloging. A MARC record, in effect, is one that can be stored and read in a standardized manner by a computer.

MARC TAG = a three digit number which identifies the role or function of a piece of information in a catalog (bibliographic) record. For example, MARC tag #245 is the tag for the title portion of a bibliographic record.

You can use the MARC record from the Bibliofile system to: a) produce catalog card sets and/or b) to generate a permanent computer cataloging record. The MARC record contains the same information as a paper record plus additional coding of information relevant to the automated storage and indexing of the record.

Bibliofile is a user-friendly system. HELP screens are available to you at any point by pressing the ESCape key. When you wish to remove the HELP screen simply press the ESCape key again and you can resume work where you requested the help.

SEARCHING BIBLIOFILE FOR A CATALOG RECORD

When you turn on the computer and type MENU at the C> prompt, the system will present a Missouri Library Connection Master Menu. Select Bibliofile which is Menu option #1. Enter 1 and press the <enter> key. Next, you will see the Bibliofile Master Menu. Press the Open/Close button on the CD-ROM drive. The CD-ROM drive door will open and extend the disc drawer.

Next, place the highest number laserdisc (for example, disc #4) in the drive. You must place the highest number laserdisc into the CD-ROM drive since the last disc contains the index to all the other laserdiscs. DO NOT PUSH THE CD-ROM DRIVE DRAWER CLOSED! Press the Open/Close button again and the drawer will slide back into the CD-ROM unit.

Type the letter C for Catalog Production from the Bibliofile Master Menu. Within a few seconds, you will see the Bibliofile Catalog Production System Master Menu.

You can retrieve the cataloging records by typing "search keys". Search keys are access points to the data stored on the laserdiscs. For example, to search for a book by its title key, you simply type the first few words of the title on the search line and press the <enter> key. When you select Function Key 1 (F1) from the Bibliofile Catalog Production Master Menu, the following search line appears at the bottom of your screen (Figure 6.1).

```
F1  SEARCH MARC
.....................  Au  Year-Year   Place Pages Subject  Type
```

Figure 6.1 The Bibliofile search line

You will enter your search keys onto this screen line.

You can search for a catalog record in seven different ways:

(1) TITLE search. You can enter up to thirty characters of the title. You should omit initial articles.

(2) AUTHOR search. You can type up to eleven characters of the last name. Then, enter a comma followed by the first letter of the first name. Now, enter a backslash and press <enter>.

(3) AUTHOR/TITLE search. Same as #2 above but, then, add title up to thirty characters.

(4) LCCN (Library of Congress Card Number) search. Enter with the "-" in the third position (e.g. 84-5533).

(5) SUDOC NUMBER search. Enter "g:" followed by the SuDoc (Superintendent of Documents) letters and numbers as they appear on the piece of work.

(6) ISBN (International Standard Book Number) search. Enter the ISBN with or without the hyphens (i.e. 0-123-45678-9 or 0123456789).

(7) ISSN (International Standard Serial Number) search. Enter the ISSN with or without the hyphens. (i.e. 1234-5678 or 12345678).

QUALIFYING SEARCHES

You may also "qualify" your searches on the system.

The first two letters of the author's last name may be entered in the "Au" portion of the searching line to qualify a title search.

The year of publication may be entered in the "Year-Year" portion of the searching line to limit the search to items published in those specific years.

The number of pages a book contains can be entered in the "Pages" portion of the searching line to limit the search to items with those specific number of pages.

EDITING A MARC BIBLIOGRAPHIC RECORD

A search of the Bibliofile system produces one of three results:

(1) You find a unique match--a single record which matches your search key.
(2) You find a list of records from which to choose-- a "hit list" of matches.
(3) You do not find any matches to your search.

When you find a unique match to your search query, you simply need to add your holding symbol and local call number if it is different than the one displayed. Your holding symbol uniquely identifies your library for the statewide catalog. Now, you are ready to print catalog cards and save the record to the diskette.

When you find a list of records, you must then select one of the records to which you can add your holdings symbol.

When you do not find any matches to your search, Bibliofile provides the option of creating an original cataloging entry. How to do original cataloging of an item is not covered in this handbook but will be covered in subsequent workshops.

When you edit or modify a catalog record on the Bibliofile system, you must use MARC field tags to identify the various portions of the catalog record. All cataloging information must be identified by a three digit "tag" number. For example, a topical subject heading will be tagged "650", the imprint of a book "260", a Dewey call number "082" and so forth. The tag number not only assists you in locating and recognizing the parts of the bibliographic record, but it also enables the computer to "recognize" the different parts of the catalog record for searching and storing them correctly. You can find a list of all the MARC tags in the Appendix of the Bibliofile manual.

Each tag number identifies a separate "field". These fields are broken into lettered "subfields" which are introduced in a Bibliofile MARC record by a ▼ followed by the letter. Thus, a title tag would appear as:

245 ▼aThe Japanese Princess : ▼ba story of passion ▼/cby David Dillenger.

The above MARC tagging indicates that subfield "a" contains the title proper, subfield "b" marks the subtitle and subfield "c" contains the author. These subfield letters do not print on the catalog cards. They are only used by computer for the processing of cataloging information.

You can edit or modify a MARC record on Bibliofile in the following ways:

(1) add information to the catalog record by creating new fields or subfields or by changing the information in a field or subfield.

(2) delete or change information in the catalog record by changing the information in a field or subfield.

Editing involves use of the CURSOR. The cursor is the little blinking line of light which you move around the screen by using the space bar and the four arrow keys. The cursor marks the location on the screen where the characters are added or deleted.

To ADD A NEW FIELD to the catalog record, move the cursor one line above where you want the new MARC field tag to appear. Then, press the plus (+) key twice to create a space for the new tag number. You may then add the new tag number and the corresponding information to that field.

To DELETE A FIELD in the catalog record, move the cursor over the MARC field tag number of the field you wish to delete. Then, press the delete key twice.

To ADD A SUBFIELD to the catalog record, press the backslash key (\). A subfield (▼) character will then appear. You will need to enter the correct subfield letter in the space just to the right of the subfield character before you add the information in the subfield. To determine which subfield letter is correct, consult the MARC tag list in the Appendix of the Bibliofile manual.

To ADD A CHARACTER to the catalog record, position the cursor where you want the character entered. You can then either type over the existing characters on the screen (called overwrite) or you may insert the new character to the left of the existing ones which moves the remaining characters to the right. The insert key serves as a toggle switch to select between overwrite and insert.

To DELETE A CHARACTER from the catalog record, position the cursor over the character you wish to delete. Then, press the delete key once. The character will disappear.

PRINTING CATALOG CARDS

The Bibliofile software installed on your Epson microcomputer has been configured by us to print catalog cards. Bibliofile is extremely versatile and you can change this configuration yourself. To customize the printing of the cards to suit your individual purposes, access the configuration portion of the software. Select "S" Configure CPS (Catalog Production System) from the Bibliofile Master Menu and, then, select "2" Printer Setup.

Follow these steps to produce a set of catalog cards:

(1) Be sure that your printer is connected to the computer.

(2) Load the printer with card stock.

(3) Be sure the printer is on and ready to print.

(4) Select "1" for Bibliofile from the Master Menu.

(5) Enter the Catalog Production Menu.

(6) Enter a search key to find the catalog record you want.

(7) Edit the record if necessary.

(8) Press Function Key 6 (F6).

The Bibliofile software permits you to see a "card image" of the cataloging record so that you can picture how your catalog cards will appear. After you have retrieved a catalog record and modified it for your library, you can press Function Key 4 (F4) and Bibliofile will create a screen display of the MARC record as it would appear on a catalog card. Tapping the <enter> key will display each of the cards in the set.

ENDING YOUR WORK SESSION WITH BIBLIOFILE

Whenever you finish working with the Bibliofile system, you should follow these procedures to end the session:

1. Press the Function Key 2 (F2) to return to the Bibliofile Catalog Production Menu.

2. Press ALT-F2 to return to the Bibliofile Master Menu.

3. Press the X key to return to the Missouri Library Connection Master Menu.

4. Press the 9 key and, then, the <enter> key.

You will see the message "You have exited the Missouri Library Connection.". At this time you have signed off the system properly. Remove any floppy diskette you may have in drive A. Flip the powerstrip button to turn off the entire system. You can now run other applications and programs which are not part of the Missouri Library Connection.

The Hitachi CD-ROM laserdisc drive has a separate power switch on the back of the drive. This switch is located above the AC power cord. You may turn off the CD-ROM drive if you just wish to use the Epson microcomputer.

VII. TROUBLESHOOTING PROBLEMS

This section could be subtitled "WHAT TO DO WHEN THE SYSTEM DOESN'T WORK!" Your Epson microcomputer/Bibliofile catalog production system is designed to give you many years of service. In the event that the system does not work, you can perform initial troubleshooting by following these recommendations:

A. THE SYSTEM DOESN'T COME ON!

Check to be sure all the cables are connected securely and that the unit is plugged into the AC wall outlet. Many of us have the experience of a machine that doesn't work only to discover that it was moved slightly and the cables were loosened.

B. THE SYSTEM COOLING FAN IS RUNNING BUT NOTHING IS DISPLAYED ON THE SCREEN.

Sometimes, the displays controls can be moved and the screen is darkened. Check the display control knobs on the right of the monitor to be sure the brightness and contrast knobs are turned up and the "turn-on" knob is on. Check the cables going into the back of the computer system unit for secure connections.

C. "NO CD-ROM DISC OR DRIVE WAS FOUND" IS DISPLAYED ON SCREEN.

Remember to insert the highest number laserdisc into the CD-ROM drive when using Bibliofile. The last laserdisc contains the indexes to all the cataloging data on the laserdiscs. When you search for a cataloging record, the system searches the index to the cataloging database.

D. THE SYSTEM DOESN'T SEEM TO WORK AND I'VE HAD IT WITH COMPUTERS!

This problem is the most serious. All of us have experienced this feeling at one time or another when working with computers. Even a technology as seemingly simple as the telephone can cause us frustration. Frequently, the problem in a computer application is minimal and some small extra keystroke or simple command can remedy the problem.

NOTE: The Epson microcomputer runs at two speeds. Some programs such as Bibliofile do not run properly at the faster speed. Check the middle bottom door on the front of the system unit. The CPU (Central Processing Unit) switch must be set to the left which is the slower speed.

VIII. TECHNICAL PROGRAMMING NOTES

This page contains important information about the manner in which access to the programs on your computer is organized. This section is intended primarily for computer personnel who have responsibility for installing additional programs on the computer. For example, if you buy an accounting program it is important to install the software in subdirectory called FINANCE.

The following subdirectories exist off the subdirectory called MENU:

1.	BIB	Bibliofile Laser-disc Cataloging System
2.	WP	Word Processing software
3.	COMM	Communications
4.	DB	DataBase Management Systems/Reference
5.	ILL	Interlibrary Loan search software
6.	CE	Continuing Education/Computer-Assisted Instruction
7.	FINANCE	Accounting and/or Spreadsheet software would be installed in this subdirectory.
8.	MAINTAIN	Various DOS and computer utility programs such as: formatting a floppy diskette (FORMAT.COM has been renamed XFORMAT.COM), backing up specific cataloging files, DISKCOPY.COM and DISKCOMP.COM , preparing hard disk for moving (HDSIT.EXE).

The application is menu-driven for ease of use. Local software enhancements and modifications can be developed around the Master Menu screen.